

**ASSOCIATION OF BOARDS OF CERTIFICATION  
CONTINUING EDUCATION COURSE TOPIC GUIDELINES  
FOR WATER DISTRIBUTION OPERATORS  
Effective January 1, 2009**

Continuing Education Topics	Approved for Water Distribution Operators as Noted
<b>General</b>	
Basic Computers	X
Basic Electricity for Operators	X
Basic Hydraulics	X
Geographic Info Systems (GIS)	X
Math for Operators	X
Water Chemistry	X
Water Microbiology	X
<b>Safety</b>	
Backhoe Operator	X
Chlorine Safety	X
Confined Space	X
Electrical Hazards	X
Excavations, Trenching/Shoring/ Competent Person	X
Hazard Communication/Right-to-Know	X
Lab Safety	Not approved
Lockout/Tagout	X
Personal Protective Equipment / Respiratory Protection	X
Safe Handling of Materials	X
Spill Response	Not approved
Traffic Control/Work Zone Safety	X
Water & Blood-borne Pathogens	X
<b>O &amp; M Equipment</b>	
Aeration Equipment	Not approved
Belt Filter presses	Not approved
Blowers and Compressors	X
Booster Pumping Stations	X
Centrifuges	Not approved
Chemical Storage/Feed Systems	X
Cross Connection/Backflow Prevention Equipment	X
Electrical controls/SCADA	X
Flow Monitoring & Level Sensing Equipment	X
Generators/Switchgear	X
Hydraulic and Pneumatic Equipment	X
Instrumentation	X
Leak Detection	X
Cathodic Protection	X
Mechanical Process Equipment	Not Approved

Motor Control Centers	X
Motors/Engines/Drives	X
Pipe, Valves, Fittings	X
Programmable Logic Controllers	X
Pumping/Lift Stations	X
Pumps	X
Stand-by/Aux/Support Equip	X
Variable Freq Drives	X
<b>Water Treatment Process/ Quality Control</b>	
Adsorption Processes	Not Approved
Aeration	Not Approved
Algae Control	Not Approved
Aquifer Storage & Recovery	Not Approved
Arsenic Removal	Not Approved
Bacteriological Sampling Procedures	X
Basic Knowledge of Groundwater Treatment	X
Basic Knowledge of Water Treatment	X
Cation Exchange Softening	Not Approved
Chemical Precipitation Softening	Not Approved
Chemical Storage & Handling	X
Chemical Treatment	X
Coagulation & Flocculation	Not Approved
Corrosion Control	X
Cross-Connection/ Backflow	X
Disinfecting Water Storage Vessels	X
Drinking Water Disinfection	X
Drinking Water Standards & Rules	X
Filtration	Not Approved
Flow Measurement: Open Channel & Pipe	X
Fluoridation	Not Approved
Groundwater Basics/Aquifers	X
Intake Structures	Not Approved
Iron & Manganese Removal	Not Approved
Jar Testing	Not Approved
Membrane Processes: Filtration Modes	Not Approved
Metering	X
Nitrate Removal	Not Approved
Oxidation	Not Approved
Pesticide & Herbicide Reduction	Not Approved
Plant & Distribution Storage	X
Point of Use/Point of Entry Devices	X
Process Optimization & Upgrade	Not Approved
Residuals Disposal	Not Approved
Sampling & Lab Analysis	X
Sedimentation/Clarification	Not Approved
Surface Water Treatment	X
Taste & Odor Control	X
Water Source Treatment & Characteristics	X

Well Maintenance & Rehab	X
Well Operation (yield, drawdown)	X
Zebra Mussel Control	Not Approved
<b>Distribution Process/Quality Control</b>	
Aquifer Storage & Recovery	Not Approved
Chlorination	X
Corrosion Control	X
Cross-Connection/ Backflow	X
Dechlorination	X
Distribution Systems	X
Drinking Water Standards	X
Fire Flow Testing	X
Flushing, Pigging, and Swabbing	X
Groundwater Basics/Aquifers	X
Hydrants, Valves, Exercising Programs	X
Leak Detection/Water Audits	X
Mapping, Locating, Tracer Wire	X
Metering	X
New Main & Repair Disinfection	X
Sampling & Lab Analysis	X
Service Line & Curb Box Maintenance	X
Service Line Thawing	X
Storage	X
Trenchless Construction: Pipe Bursting	X
Water Source Characteristics	X
Well Maintenance Rehabilitation	X
Well Operation (yield, drawdown)	X
Wellhead/Source Water Protection	X
<b>Administration/ Management</b>	
Capacity, Management, Operation & Maintenance for Separate Systems	X
Compliance	X
Construction Inspection/ Documentation/ Design Build	X
Community/Public Relations/Complaint Response	X
Design Manual Development	Not Approved
Emergency Response Planning & Security Training	X
Energy Efficiency/ Energy Conservation at W/WW Facilities	X
Federal & State Financing Programs	X
Finance, Budget, Rate Setting	X
Health and Safety Program Implementation	X
Legal Issues for W/WW Utilities	X
Records and Reports: Monitoring/Reporting/Records Management	X
Planning/Organization/Project Management	X
Plant Optimization: Contin Process Improve/Sustainability/Asset Management/Statistical Process Control Techniques	Not Approved
Private Property Issues/Service Laterals	X

Problem Solving/Troubleshooting/Decision Making	X
Regs (CWA/SDWA, State & Local such as Operator Certification Requirements), NPDES Permit Requirements	X
Right-of-Way Management/Maintenance	X
Risk Management	Not Approved
Sanitary Surveys/plant/system inspections	X
Sewer Use Ordinances and Moratoriums	Not Approved
SSO/CSO Reduction/Elimination (Sanitary Sewer Overflow/ Combined Sewer Overflow)	Not Approved
Supervision and Personnel Management/ Communication Skills	X
Surface Water/Groundwater/Watershed Protection	X
Training/Teaching Skills	Not Approved
Water Conservation	X

*X= approved for continuing education credit*